John Guest FCDA

Academic and Industry Credentials

Examiner: Dr Chris Peters

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Government of Western Australia

OFFICE OF TECHNICAL AND FURTHER EDUCATION
151 ROYAL ST, EAST PERTH.
WESTERN AUSTRALIA, 6000.

Office of the Executive Director

Our ref: 7632/89D KJW:MM

MR JOHN GUEST
LEEDERVILLE TAFE CAMPUS

Dear John

I believe you have recently completed your final assignment in the B.A. (TAFE) course dealing with the impact of technological change on employment and training in your occupational field.

Feedback from the Faculty of Education at Curtin University, has indicated that your work is of such a quality that it may be useful for it to be circulated throughout the TAFE system. Should you be willing to do so, I would appreciate you providing a copy of your work to Mr David Lloyd in TAFE's Strategic Initiatives Unit in order that the Department can assess your findings and implement any initiatives as appropriate.

Once again, congratulations on completing your course and I look forward to your continuing contribution to the TAFE system.

Yours sincerely

KEVIN J WOODS
EXECUTIVE DIRECTOR
DEPARTMENT OF TAFE

3 DECEMBER 1990

Tel: (09) 420 5088
FAX: (09) 420 4541

MINISTRY OF EDUCATION

Academic Registrar's Office

curtin
University of Technology
Perth Western Australia

GPO Box U 1987
Perth 6001
Western Australia
Fax (09) 351 2258
Telex AA27983

Telephone
(09) 351 2000

File No :
Reply to: Mr M Mackintosh

December 12, 1990

TO WHOM IT MAY CONCERN

This is to Certify that JOHN LINDSAY ROBERT GUEST

completed the academic requirements for the award of the

BACHELOR OF ARTS (EDUCATION) - TAFE

of this University on 5 December 1990

J E WALSH (MRS)
ACTING UNIVERSITY EXAMINATIONS OFFICER

curtin
University of Technology
Perth Western Australia

GPO Box U 1987
Perth 6001
Western Australia
Fax (09) 351 2255
Telex AA92983

Telephone
(09) 351 2000

12 December 1990

Mr J L Guest

Dear John

As you are aware, a specially convened Board of Examiners reviews the results obtained by students each semester. During its meeting to consider results from second semester this year, the Board asked me to congratulate you on your performance since the results you obtained placed you amongst the top five per cent of students in your course. This is a very considerable achievement.

I would like to add my personal congratulations and wish you every success.

Yours sincerely

OWEN F WATTS
Head
School of Foundation Studies
FACULTY OF EDUCATION

OFW:pc

Academic Registrar's Office

curtin
University of Technology
Perth Western Australia

GPO Box U 1987
Perth 6001
Western Australia
Fax (09) 351 2250
Telex AA92983

Telephone
(09) 351 3000

File No :
Reply to: Mrs J E Walsh

12 December 1991

TO WHOM IT MAY CONCERN

This is to Certify that John Lindsay Robert GUEST

completed the academic requirements for the award of the

BACHELOR OF EDUCATION (SECONDARY)

of this University on 12 December 1991.

J E WALSH (MRS)
MANAGER, STUDENT RECORDS

Faculty of Business

RMIT

Royal Melbourne
Institute of Technology
Coburg campus
PO Box 179
Coburg Victoria 3058
Australia
Telephone 03 353 9138
Facsimile 03 350 5756

INTERIM STATEMENT OF ACADEMIC COMPLETION

This is to Certify

that

JOHN LINDSAY ROBERT GUEST

has completed all of the academic and practical requirements
of this University

for the degree of

GRADUATE DIPLOMA OF INDUSTRIAL RELATIONS & HUMAN RESOURCE MANAGEMENT

according to the details given in the **1993** Institute Handbook on

31st December 1994

This award will be conferred at a ceremony to be held later in the year.

Student Administration Officer
for: Academic Registrar

31st December 1994
RP.DB.FOBSAU

A Great Australian University est. 1887

RMIT BUSINESS

STUDENT ADMINISTRATION UNIT

Higher Education

Level 6
239 Bourke Street
Melbourne 3000
Victoria Australia

GPO Box 2476V
Melbourne 3001
Victoria Australia

Tel +61 3 9925 5985
Fax +61 3 9925 5844

INTERIM STATEMENT OF ACADEMIC COMPLETION

This is to Certify

that

JOHN LINDSAY ROBERT GUEST

has completed all of the academic and practical requirements of this University

for the degree of

MASTER OF BUSINESS

according to the details given in the **1997** University Handbook on

31 December 1997

This award will be conferred at a ceremony to be held in 1999.

Student Administration Officer
for: Academic Registrar

14 January 1999

RMIT UNIVERSITY

REDDIN CONSULTING GROUP

1221 Toorak Road, Camberwell, Victoria Fax: (03) 889 0015
Telephone: (03) 889 0099

P.O. Box 362, Camberwell, Vic. 3124

27 March 1992

Mr John Guest

[redacted]

Dear John

Congratulations on your appointment to the VACC as Career Path Manager. I am sure you will enjoy your new role. I know that Kevin is looking forward to your joining them and expects you to make an important contribution to the VACC.

I shall contact you a month or so after you have started just to see how you are going, and certainly look forward to catching up with you again at that time. Attached also is some background information on the Career Path Unit which may be of interest to you.

John, I hope the job goes really well for you and if I can be of assistance now or in the future, please do not hesitate to contact me.

Kind regards

Yours sincerely

[redacted]

KAYE KIDD

Member of The Institute of Management Consultants in Australia
Associates in all States and Singapore

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6th June 1995

Mr John Guest
Human Resources Manager
VACC
464 St Kilda Road
Melbourne Vic 3004

Dear John,

As I think I expressed clearly enough in my address a graduation night, I have a deep sense of personal satisfaction in our achievements with the College, and I write to thank you and your staff for the dedication and intensity of purpose you have applied in bringing it to its present stage of development.

I was the recipient of a lot of praise on Graduation Night, but if, in automotive terms I liken the College to an engine then I and the Committee were nothing more than the ignition system. It was all those little pistons going up and down (your staff), controlled by the on-board computerised management system (you), that really provided the power. Alby is the transmission.

So please accept my congratulations for that has been a fine example of management expertise and extend also my grateful thanks to Mary, Shirley, Kerryn and the others who assisted on the night for their support and enthusiasm throughout the College's development.

Sincere Regards

Don Armstrong
Chairman

c.c: R.J. Davison

ABBOTSFORD 1 Harper Street. 419 0544
BURWOOD 1175 Toorak Road. 889 1894
CLAYTON NORTH 66 Henderson Road. 560 3895
DANDENONG 14 Hammond Road. 792 3260; 63 Bennett Street. 791 4455
MITCHAM 7 Cochrane Street. 873 5277
NORTH MELBOURNE 243 Flemington Road. 329 2922
PARKDALE 1A Imes Street. 580 1211
PRESTON 460 High Street. 470 3094
TOWING 11 Greaves Street Dandenong. 793 3555
WEST MELBOURNE 511 King Street. 328 1402

VACC COLLEGE
OF AUTOMOTIVE
BUSINESS
MANAGEMENT

IN ASSOCIATION
WITH JOHN BATMAN
COLLEGE OF TAFE

464 St Kilda Road,
Melbourne 3004.

Telephone
(03) 9829 1111.

Facsimile
(03) 9867 3415.

12 June 1996

TO WHOM IT MAY CONCERN

John Guest became known to me when he took over the management of the Human Resources department at the Victorian Automobile Chamber of Commerce in February 1992.

Subsequently, in his capacity as Secretary to the VACC College of Automotive Business Management John provided outstanding leadership and direction, demonstrating significant capabilities which allowed the College to become fully operational within 2 years of its inception. John was directly involved in obtaining private provider status for the college and Diploma Course accreditation. He also led the negotiations to establish agreement for university articulation.

In his capacity as Secretary to the College's Committee of Management, John provided authoritative advice on the establishment of strategic objectives, priorities and policies.

Other key leadership areas to which John contributed in the development of the VACC College were:

- Development of strategies to ensure implementation of the Committee's goals and objectives.
- Administration and management of the total operation of the VACC College, including marketing and promotion that met the requirements of the State Training Board of Victoria.
- Overseeing the management of human and financial resources of the VACC College.
- Reviewing and reporting on complex legal documents.

John handled these duties in a thoroughly professional manner in addition to meeting his obligations and commitments as Manager of the Human Resources department of the VACC.

On a personal level, I have found John to be a warm and friendly person while still exuding an air of professional competence. His overall enthusiasm is infectious.

I have great pleasure in recommending John as a candidate for the position of Deputy Director of the John Batman Institute and do so with the firm conviction of his ability to succeed.

Yours sincerely,

D P Armstrong
Chairman

AUTOMOTIVE • TRAINING • VICTORIA

3rd. June 1996

To the Selection Panel,

Automotive Training Victoria (ATV) was established in 1990 by the State Training Board of Victoria as the peak industry body on all matters of training for the Automotive Industry in Victoria comprising manufacturing, small business repair, services and retail, recreational boating, outdoor power products and bicycles.

ATV acknowledges the significant contribution John Guest has made to the development of statewide and national automotive training initiatives particularly in the repair, services and retail sector.

John's expertise, has enabled him to represent small business employers through the Victorian Automobile Chamber of Commerce on a range of state and national training committees and working groups. John has participated in the following strategic initiatives:

* development and packaging of national automotive industry competency standards repair, services and retail
* development of Certificate II in Automotive (Technology Services) which is the focal point for entry into the industry either through TAFE or a senior secondary college under dual recognition arrangements.
* development of national trade curricula including Light Vehicle Mechanic, Automotive Body Repair and Automotive Refinishing
* development of traineeships under National Training Wage Arrangements

In addition to the above John has been instrumental in the provision of advice on a range of issues resulting in the development of the Annual Victorian Automotive Industry Training Plan.

1

Victorian Automotive Industry Training Board Inc.
2nd Floor, VACC House, 464 St. kilda Road, Melbourne, Vic.3004
P.O.Box 7428, St. Kilda Road, Melbourne, Victoria 3004
Telephone (03) 866 1294, Facsimile ((03) 866 1295

I have no hesitation in recommending John to any senior position which has a focus on Vocational Education & Training, policy making and management.

Yours sincerely,

GREG WALSH
EXECUTIVE MANAGER

2

OATEN'S
AUTOMOTIVE REPAIRS PTY. LTD.

27 DALGETY STREET, OAKLEIGH.3166.
Telephone: 568 1022

03/06/96

To whom it may concern,

I have known John Guest for the past four years.

During this period he was employed by the Victorian Automobile Chamber of Commerce.

His position as Manager of Human Resources gave me cause to develop a close working relationship with him. Part of my interests with VACC have been involved in training particularly with apprentices and the TAFE Colleges.

Prior to and during my term as President of the VACC, I had the opportunity to be involved on a joint venture program in training, of which John was the administrator and organiser as part of his duties.

I realised then his potential and ability in the field and compliment him on his commitment.

I have found him to be totally trustworthy and devoted to whatever task he is asked to perform.

My impression is that he responds well to a challenge and to responsibility.

I wish John all the best for any future endeavours he undertakes, and I am sure he will succeed in whatever is set before him.

Yours faithfully

Rex H Oaten

Vehicle Reconstruction and Mechanical Services

INSTITUTE OF AUTOMOTIVE MECHANICAL ENGINEERS (INC.)
A.C.N. 000 033 992

Victorian State Office

110A Gardenvale Road, Gardenvale, Victoria 3185

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Facsimile: (03) 9596 7400

P. O. Box 46
Gardenvale Vic 3185

Please Quote: M06-37

12th June 1996

To Whom It May Concern,

I have known and worked with John Guest in various aspects of Training and Project initiation and follow-through for the past four years. These Training initiations have been with the V.A.C.C. and the V.A.I.T.B. and have resulted in National Accredited Training Programs of the highest level and quality.

John has also been involved in policy making initiatives which have impacted positively on the Automotive Industry. His performance and work ethics have at all times been exemplary.

I have no hesitation in recommending John to any position in the highest levels of management.

Yours faithfully,

Fred D. Jones
IAME Operations Manager, Victoria & Tasmania.

VACC

VICTORIAN AUTOMOBILE CHAMBER OF COMMERCE

464 St Kilda Road
Melbourne 3004
Telephone: (03) 829 1111
Facsimile: (03) 820 3401

13th June 1996

To Whom It May Concern

I have known John Guest for a period of four years - during that time, John held the position of Human Resources Manager with the Chamber.

As Human Resources Manager, John was responsible for the assessment and evaluation of all training, education and human resource issues as they affected or had the potential to affect the Chamber and its members.

In addition, John was required to make recommendations on these issues and prepare comprehensive documentation to support those recommendations.

Aside from those activities, John was a key participant in the development of a major education initiative, that was the formation of the VACC College of Automotive Business Management (VCABM). This task involved, curriculum development, marketing strategies and gaining approvals from the state training authorities for the content of the course.

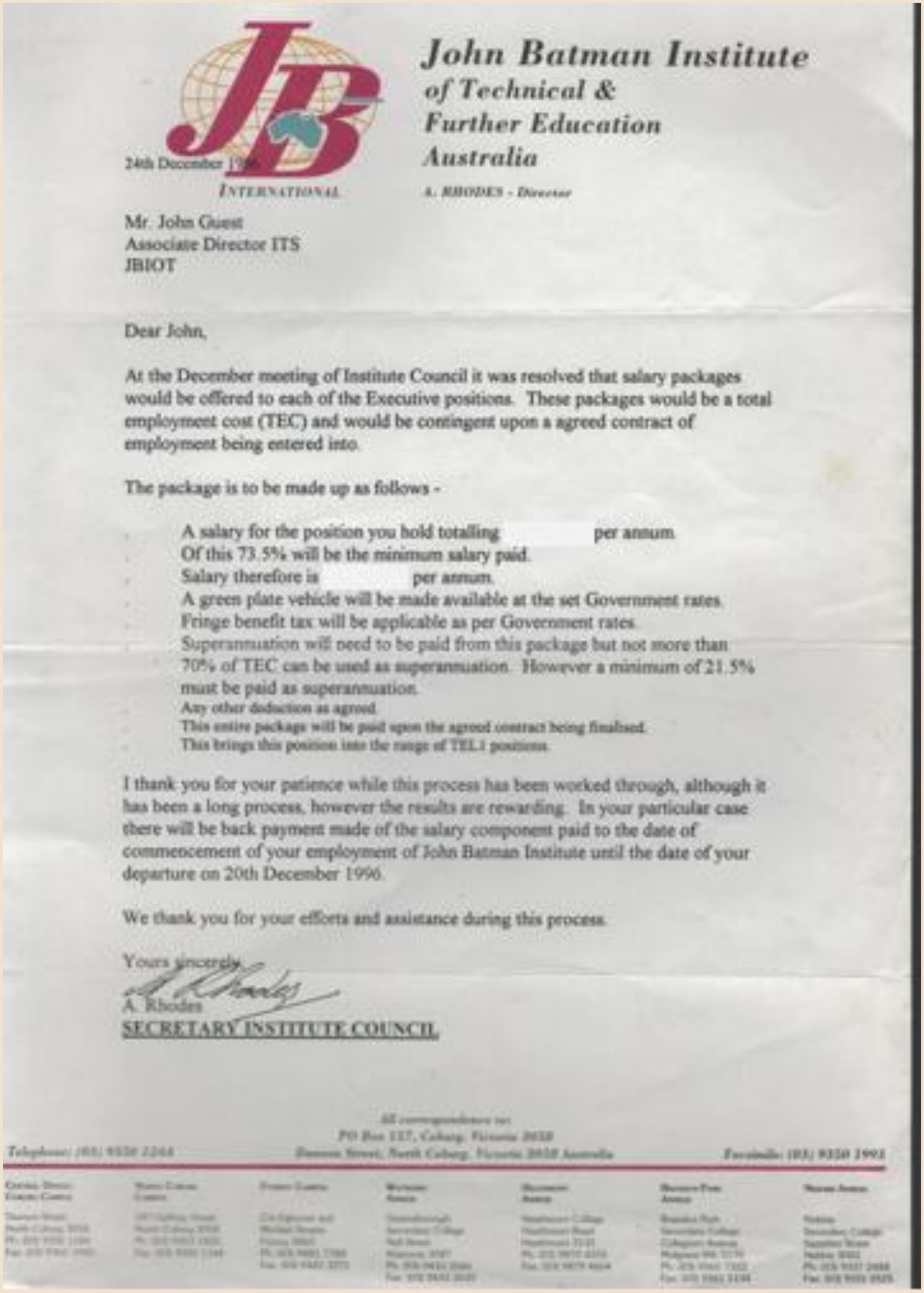
John also played a major role in the establishment of a joint arrangement between the Chamber and John Batman International. This task required John to review complex legal and licensing arrangements and draw together the negotiations between the Chamber, JBI and the state training authorities.

As part of his general duties, John represented the Chamber's Human Resources function and presented policy at a wide range of forums and at senior levels, both state and nationally. John managed the Human Resources function with consummate skill, an excellent "team player" he had the trust and confidence of his immediate staff and also the respect of the Chamber's administration and Board.

As John reported directly to me, I have no hesitation in saying that John is capable of making a very significant contribution in any organisation at a senior level.

If any further clarification is required on John's capabilities , I can be contacted on (03) 9829 1120.

KM REDFERN
Deputy Executive Director



John Batman Institute
of Technical &
Further Education
Australia

INTERNATIONAL

A. RHODES - Director

24th December 1996

Mr. John Guest
Associate Director ITS
JBIOT

Dear John,

At the December meeting of Institute Council it was resolved that salary packages would be offered to each of the Executive positions. These packages would be a total employment cost (TEC) and would be contingent upon a agreed contract of employment being entered into.

The package is to be made up as follows -

- A salary for the position you hold totalling per annum.
- Of this 73.5% will be the minimum salary paid.
- Salary therefore is per annum.
- A green plate vehicle will be made available at the set Government rates.
- Fringe benefit tax will be applicable as per Government rates.
- Superannuation will need to be paid from this package but not more than 70% of TEC can be used as superannuation. However a minimum of 21.5% must be paid as superannuation.
- Any other deduction as agreed.
- This entire package will be paid upon the agreed contract being finalised.
- This brings this position into the range of TEL1 positions.

I thank you for your patience while this process has been worked through, although it has been a long process, however the results are rewarding. In your particular case there will be back payment made of the salary component paid to the date of commencement of your employment of John Batman Institute until the date of your departure on 20th December 1996.

We thank you for your efforts and assistance during this process.

Yours sincerely

A. Rhodes
SECRETARY INSTITUTE COUNCIL

All correspondence to:
PO Box 117, Coburg, Victoria 3058
Bunnus Street, North Coburg, Victoria 3058 Australia
Telephone: (03) 9350 3244 Facsimile: (03) 9350 1993

INTERNATIONAL TRAINING AUSTRALIA PTY. LTD.

ACN 071 219 577

Ground Floor, 590 Orrong Road
Armadale 3143
Victoria, Australia
Phone: (03) 9500 2678
Facsimile: (03)9500 2689

22 November 1996

Mr John Guest

Dear John

It is with pleasure that we offer you the position of Director - Business Development within International Training Australia.

The terms for the appointment will be as follows:

- Remuneration Package:
- Period of Appointment: 3 year contract
- Associated Benefits:

a) A motor vehicle will be provided as part of your remuneration package. The amount to be deducted from your package will depend on the make and model chosen.

b) Membership of an appropriate Superannuation Scheme which is a complying fund with Commonwealth Government legislation is a requirement of the appointment.

Contributions to the designated fund will be deducted from the remuneration package.

c) Other benefits of a business related nature will be provided in addition to the remuneration package.

The full employment details will be detailed in a formal contract of employment.

Please contact me on 9500 2679 to discuss this offer of appointment.

Yours sincerely,

NOEL LYONS
Managing Director

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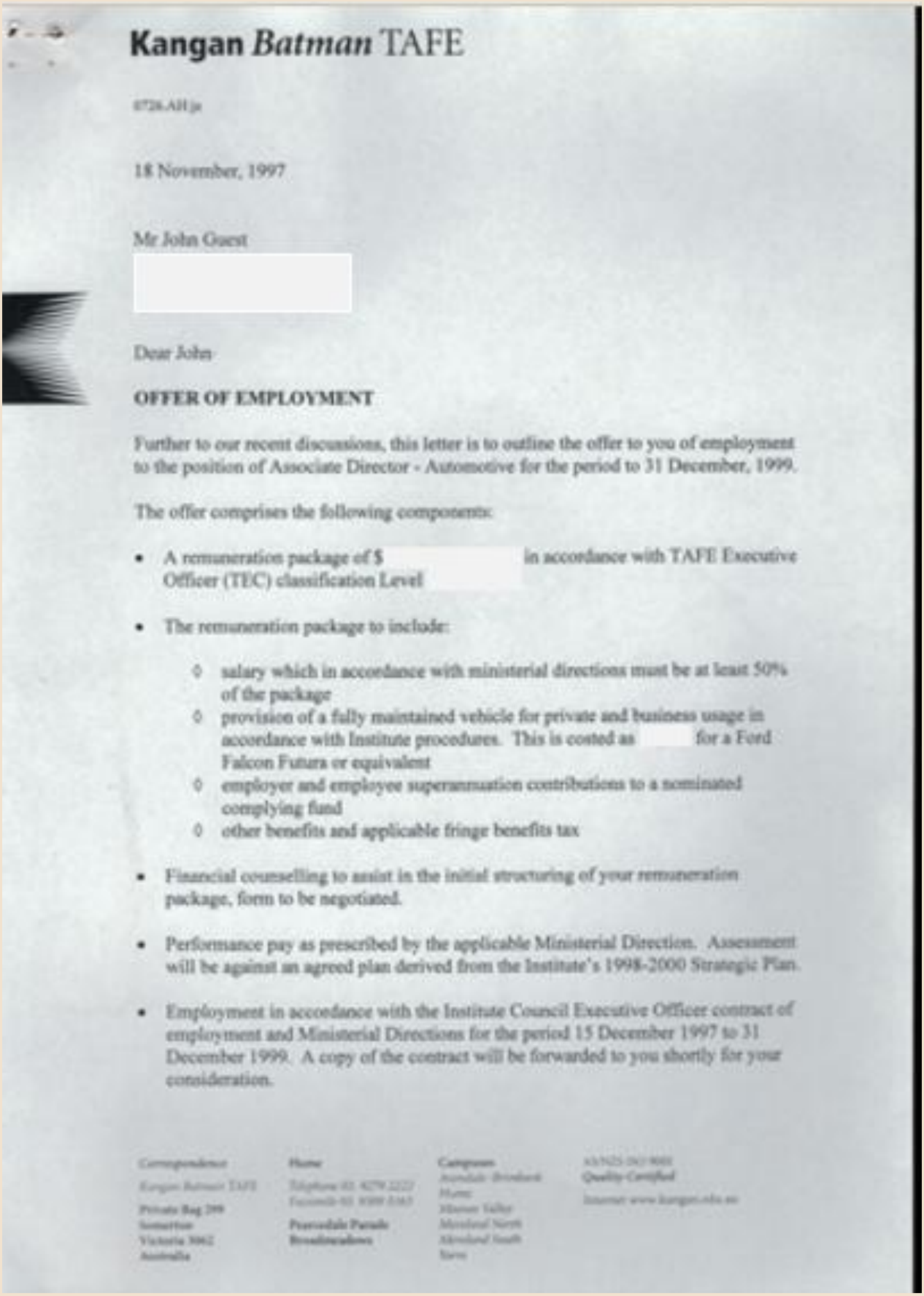

Kangan *Batman* TAFE

0726.AH:jc

18 November, 1997

Mr John Guest

Dear John

OFFER OF EMPLOYMENT

Further to our recent discussions, this letter is to outline the offer to you of employment to the position of Associate Director - Automotive for the period to 31 December, 1999.

The offer comprises the following components:

- A remuneration package of $ in accordance with TAFE Executive Officer (TEC) classification Level
- The remuneration package to include:
  - salary which in accordance with ministerial directions must be at least 50% of the package
  - provision of a fully maintained vehicle for private and business usage in accordance with Institute procedures. This is costed as for a Ford Falcon Futura or equivalent
  - employer and employee superannuation contributions to a nominated complying fund
  - other benefits and applicable fringe benefits tax
- Financial counselling to assist in the initial structuring of your remuneration package, form to be negotiated.
- Performance pay as prescribed by the applicable Ministerial Direction. Assessment will be against an agreed plan derived from the Institute's 1998-2000 Strategic Plan.
- Employment in accordance with the Institute Council Executive Officer contract of employment and Ministerial Directions for the period 15 December 1997 to 31 December 1999. A copy of the contract will be forwarded to you shortly for your consideration.

Correspondence
Kangan Batman TAFE
Private Bag 209
Somerton
Victoria 3062
Australia

Home
Telephone 03 9279 2222
Facsimile 03 9389 0163
Pearcedale Parade
Broadmeadows

Campuses
Avondale Broadmeadows
Hume
Moonee Valley
Moreland North
Moreland South
Yarra

ACN 005 060 908
Quality Certified
Internet www.kangan.edu.au

Please confirm your acceptance of this offer at your earliest convenience. I look forward to welcoming you to Kangan Batman Institute of TAFE and I wish you every success in the position.

Yours sincerely

Andrew Hudson
DIRECTOR

AIPA

Africa Institute for Policy Analysis and Economic Integration

3rd Floor Concord House · Buitengracht Street · Cape Town 8001 · South Africa ·
Tel. (021) 419-3370, 419-3392 Fax · (021) 419-3371

Date: 13 October 2000

John Guest
Kangan Batman
Institute of TAFE

Dear John

Thank you very much for finding the time to discuss your thesis with me and Prof. Webb. Your discussion assisted greatly in highlighting the problems experienced in the merger process.

Thank you for the copy of the thesis and your additional confidential data. I am certain that your vast knowledge in this area will definitely assist your Management team in evaluating the process at your institution. All the best with your PhD. I look forward to reading the final thesis.

With best wishes,

Krish Chetty
Co-ordinator

Lula Gebreyesus
Executive Director

Kangan *Batman* TAFE

8 February 2001

John Guest
General Manager
Automotive Group

Dear John

I wish to advise that following the completion of the Work Value Evaluations of your position, the Council Executive Committee have approved the adjustment of salary to $ under a Cullen Egan & Dell process. The effective date to be 1st December 2000.

Council also approved the application of the full 6% available for adjustment as outlined in Executive Memo 00/82.

I thank you for your patience in this matter, please note that I have requested that this payment be processed as soon as possible.

Please contact Andrew Hudson should you wish to take advantage of salary packaging though MacMillian Shakespeare.

Yours sincerely

John Parish
Director

Correspondence
Kangan Batman TAFE
Private Bag 299
Somerton
Victoria 3062
Australia

Broadmeadows
Telephone 03 9279 2222
Facsimile 03 9309 5163
Pascoe Vale Parade
Broadmeadows

Campuses
Avondale Heights
Broadmeadows
Coburg
Essendon
Moreland
Richmond

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Internet www.kangan.edu.au

Kangan *Batman* TAFE

17 May 2001

John Guest
General Manager
Automotive Group

Re: 2000 Performance Payment

Following the finalisation of the 2000 plan I wish to confirm that I have recommended that the payment relating to yourself shall be (7%).

I have asked Andrew Hudson to expedite payment. Please contact him if you have any special requirements relating to the payment.

I thank you for your efforts in 2000 and a reminder that this year's plan needs to be submitted by 31st July 2001.

I will be sending the appropriate submission form shortly.

Yours sincerely

John Parish
Director

Kangan *Batman* TAFE

14 September 2001

Mr John Guest

TO WHOM IT MAY CONCERN

Whilst employed by Kangan Batman Institute of TAFE from December 1997 to September 2001, John Guest's management of the Automotive Group was outstanding. John's enthusiastic leadership of his management team contributed to improvements in financial and operational aspects of the area managed.

John's management of change in this period was also noteworthy. I appreciate the results achieved by John and wish him well in his pursuit of his chosen career and commend him to any future employer, particularly if change management is required.

Yours sincerely

John Parish
Director

Correspondence
Kangan Batman TAFE
Private Bag 299
Somerton
Victoria 3062
Australia

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Telephone 03 9279 2222
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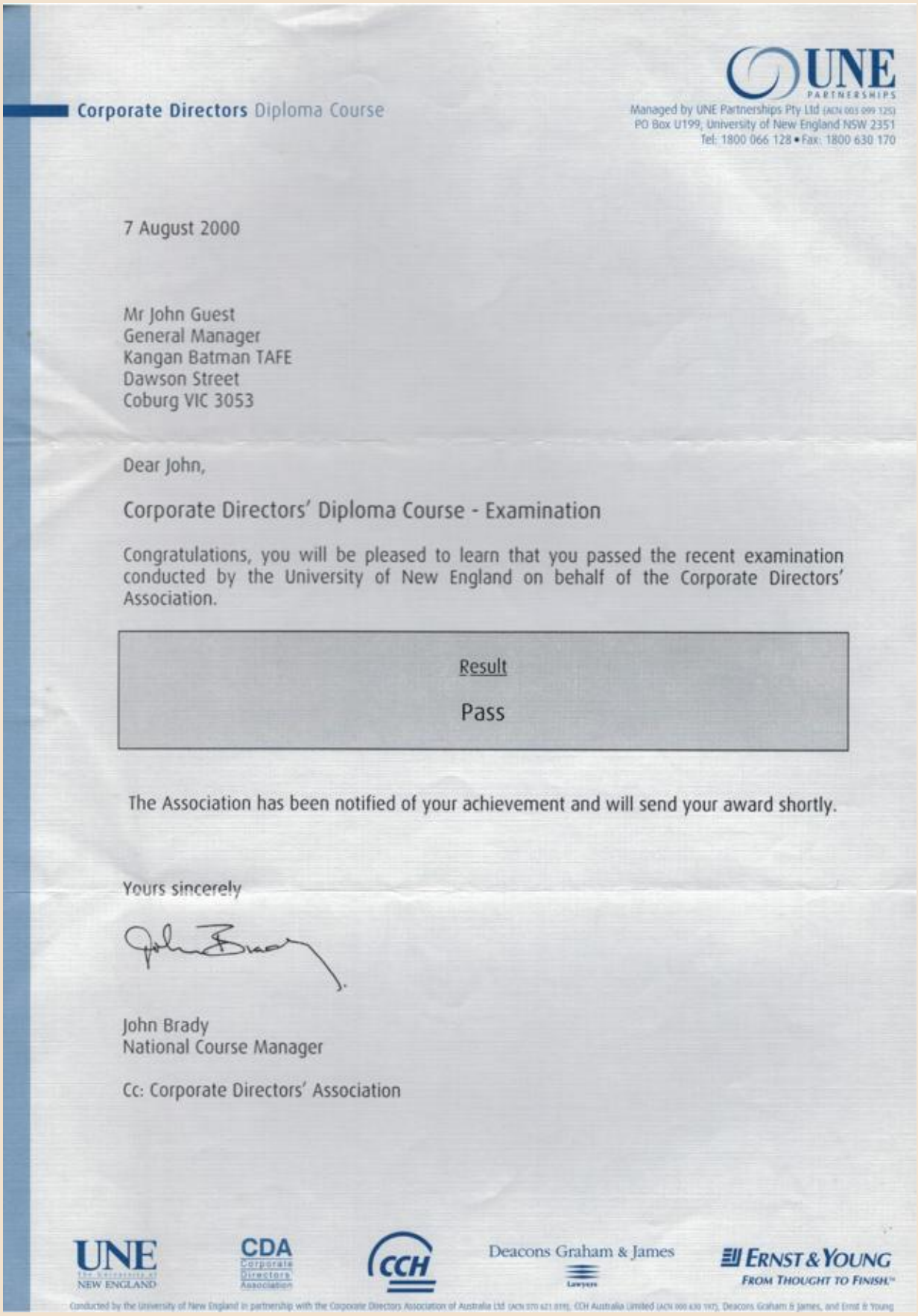


Corporate Directors Diploma Course

UNE PARTNERSHIPS
Managed by UNE Partnerships Pty Ltd (ACN 003 099 125)
PO Box U199, University of New England NSW 2351
Tel: 1800 066 128 • Fax: 1800 630 170

7 August 2000

Mr John Guest
General Manager
Kangan Batman TAFE
Dawson Street
Coburg VIC 3053

Dear John,

Corporate Directors' Diploma Course - Examination

Congratulations, you will be pleased to learn that you passed the recent examination conducted by the University of New England on behalf of the Corporate Directors' Association.

Result
Pass

The Association has been notified of your achievement and will send your award shortly.

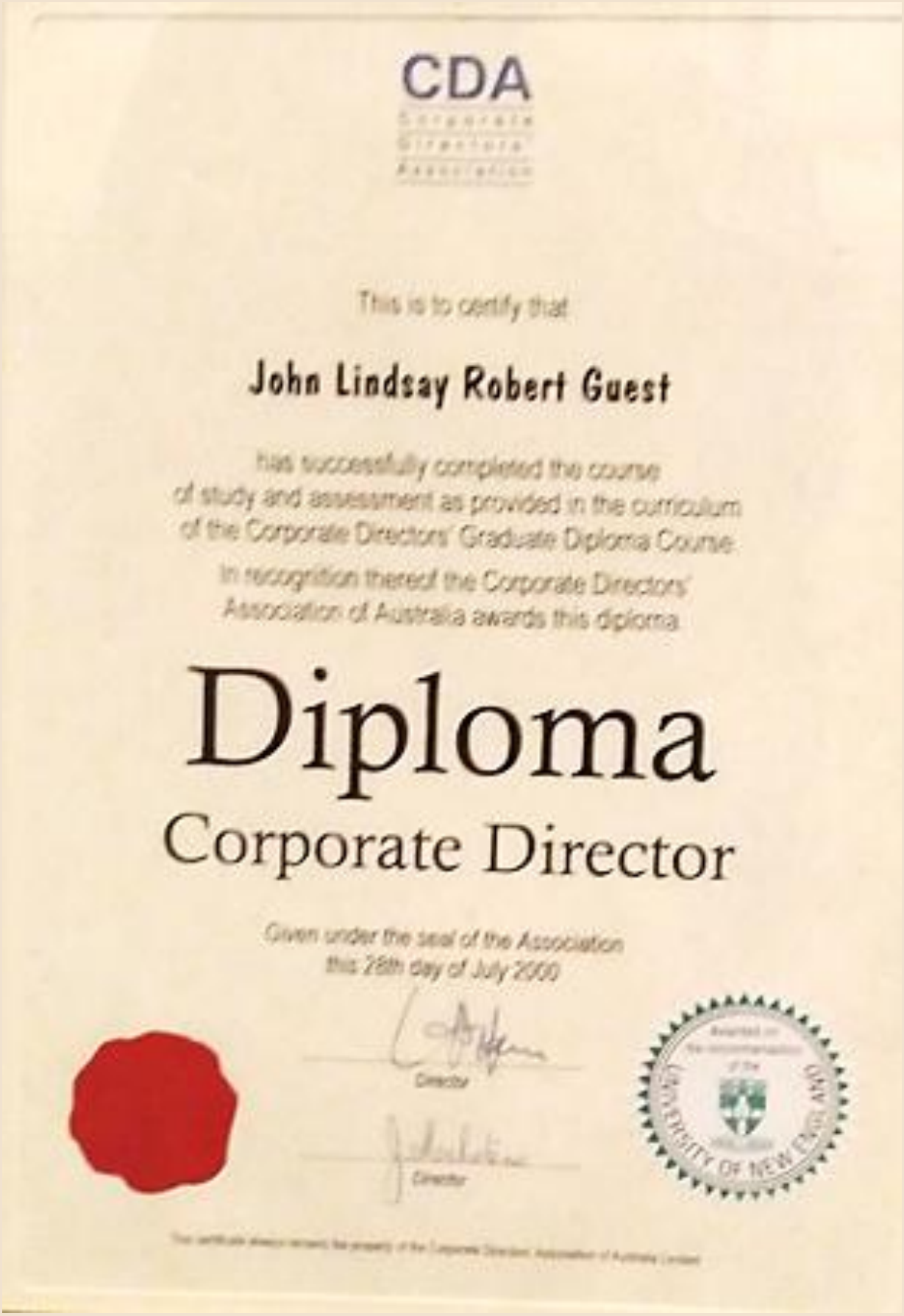
Yours sincerely

John Brady
National Course Manager

Cc: Corporate Directors' Association

UNE NEW ENGLAND · CDA Corporate Directors Association · CCH · Deacons Graham & James Lawyers · ERNST & YOUNG FROM THOUGHT TO FINISH.™

Conducted by the University of New England in partnership with the Corporate Directors Association of Australia Ltd (ACN 070 621 019), CCH Australia Limited (ACN 000 630 197), Deacons Graham & James, and Ernst & Young



CDA

Corporate Directors' Association

This is to certify that

John Lindsay Robert Guest

has successfully completed the course of study and assessment as provided in the curriculum of the Corporate Directors' Graduate Diploma Course

In recognition thereof the Corporate Directors' Association of Australia awards this diploma

Diploma

Corporate Director

Given under the seal of the Association this 28th day of July 2000

Director

Director

CDA
Corporate Directors' Association

This is to certify that

John Lindsay Robert Guest

has been admitted as a

Fellow

of the Corporate Directors'
Association of Australia Limited

Given under the seal of the Association
this 19th day of June 2000

..... Director

..... Director

This certificate always remains the property of the Corporate Directors' Association of Australia Limited

CDA
Corporate
Directors'
Association

4 September 2000

Mr J L R Guest
[redacted]

Dear Mr Guest

Congratulations on graduating in the Corporate Directors' Diploma Course. Your Corporate Directors' Diploma is enclosed.

Having graduated in the Corporate Directors' Diploma Course, may have also qualified you for upgrading your membership to Senior Fellow. In addition to graduating in the Course, the only other qualification is to have had five years experience as a director of a corporation, or as a senior executive reporting to the Board of a major corporation.

I have enclosed a membership upgrade application, which I ask you to review and complete and return if applicable. There is no addition fee to become a Senior Fellow, and membership subscriptions are the same across all grades of membership.

We wish you well in your future business pursuits and we hope you enjoy the benefits of the knowledge you have gained from the Course.

Yours sincerely

Christopher Peters
Managing Director

Corporate Directors' Association of Australia Limited
ABN 54 070 621 019
42 Roebuck Street, Red Hill, ACT 2603, Canberra, Australia
Tel: (02) 6239 7230 Fax: (02) 6239 7231 email: 100243.1063@compuserve.com

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